MINUTES
Enterprise Architecture Committee

DATE	July 19, 2004
TIME	10:00 AM
LOCATION	Nevada State Library & Archives - Board Room 100 North Stewart Street Carson City, NV 89701
RECORDER	Sherri McGee, State IT Research Analyst

ATTENDEES

Name	Attend ✓	Name	Attend ✓
Chair – Dave McTeer, Dept of Administration	✓	Co-Chair – Terry Savage, Dept of Information Technology	✓
Joe Bertolone, Gaming Control		Alan Rogers, Public Safety	
Gary Buonacorsi, Welfare	✓	Roberta Roth, UCCSN	✓
Chuck Conner, DMV	✓	Kathy Ryan, DoIT	✓
Alisanne Maffei, DoIT	✓	Kathi Shabi, DETR	
Dorothy Martin, NDOT		Roger Sliva, DoIT	✓
Chuck Moltz, Attorney General		Rich Stewart, Corrections	
Grant Reynolds, B and I	✓	Tom Wolf, NOMADS	
Dan O'Barr for Corrections	✓	*Dave Stewart for DETR*	✓

CALL TO ORDER

I   Introduction

- Terry Savage called the meeting to order.
- Introductions were made by Committee members.

II   Presentations

A.   Roger Sliva presented **"Introduction to Enterprise Architecture"**

- o Defined Enterprise Architecture (EA) and the intent of the Enterprise Architecture Committee.
- o Described other entities within the state that affect the State's Enterprise Architecture and how they will link with the EA Committee.
- o Working groups were outlined as a method of tackling issues within EA Domains and to ease the burden on the Committee by drafting best practices, developing standards, gathering information, etc.

- o Brief discussion of the EA domains. Dave McTeer suggested that this is a "first pass and is not all-inclusive but rather a starting point which needs further definition and prioritization.
- o Defined DoIT's Enterprise Architect's role in the Committee and State.
- o Described how EA can be used within the State and outlined actionable touch points.
- o Described the benefits to the State by developing models, standards and best practices in EA.
- o Dave McTeer outlined previous stumbling blocks in the EA process, for example, getting bound to what is already in place and struggling to fit the existing systems into EA. It was suggested not to re-engineer expensive systems for the sake of EA and to have a vision looking forward with possible grandfather clauses. Terry Savage agreed.
- o Described Enterprise-wide projects and how they need to be componentized to enable agencies to plug in when they are ready.
- o Described how EA is used to align IT with strategic goals and its use in managing change.
- o Alisanne Maffei noted that IT managers from across the state are working on a high level strategic plan which should have the first draft completed in September.
- o Reviewed the EA Committee website and the content that will be posted along with a restricted site for sensitive material. Terry Savage mentioned that the restricted site be coordinated with the Security Committee.
- o Tangible and intangible benefits of Enterprise Architecture were outlined.
- o Roger stated that EA is already happening within the state but that the committee needs to meet regularly to document and guide it's development. Goals should be set with an actionable plan one year from now to be ready for the next budget cycle.
- o Dan O'Barr commented that most EA models are developed for business and do not easily translate into a government model. Because agencies have different business models we should expect duplication to occur.
- o Dave McTeer stated that it would be the role of the EA Committee to develop a framework for the agencies to use.
- o Gary Buonacorsi expressed concern over who will monitor the TIRs for EA compatibility. Kathy Ryan responded that the planners would be responsible for TIR review and EA incorporation.

B.   **"Roles and Responsibilities"** Presentation
- o Roger Sliva suggested that the group could review this presentation on their own time. Roger described the Federal EA and NASCIO's EA toolkit along with what other states are currently working on.

C. Roger Sliva presented "**Enterprise Architecture Roadmap"**

- o Described the tasks that must take place on every EA initiative including establishment of governance model tasks and development of the architecture tasks.
- o Discussed the different steps in the Architecture Lifecycle.
- o Described the intended use and scope of architecture.
- o There was further discussion on architecture perspectives, IT domains and business boundaries. Dave McTeer asked Roger Sliva to further define operational and functional boundaries.
- o The EA Committee will be asked for feedback on methods used for the EA repository, harvesting data, tools for managing, etc.
- o Dave McTeer commented that this committee is formed to do what works best for Nevada - to create practical solutions not academic exercises.
- o Best practices were reviewed from the business perspective and the service perspective.
- o Small initiatives should be addressed first to get some quick successes that can be applied to larger initiatives.

III Committee Charter

- A draft of the Enterprise Architecture Committee charter was distributed for review. A vote will be held at the next meeting to approve. Roger Sliva will email a copy to those who were not in attendance.

IV Committee Organizational Charts

- The Nevada EA Governance Model and the Nevada IT Governance Structure documents were distributed for reference.

V Working Groups

- Domains and Disciplines document was handed out, including definitions.
- Dave McTeer suggested that everyone review the document for setting the initial disciplines. He also said that this document would be evolving throughout the process.
- Gary Buonacorsi suggested that Data Management was too narrow and should be replaced with Content Management.
- There was discussion about which domain e-government, and Internet and Intranet should fall within. No conclusion was reached.
- Roger Sliva stated that working groups would be made up of IT professionals that do not sit on the EA Committee.
- Working groups will be chosen based on an initial project to develop methods and have initial success.

VI   Closing Comments

- Gary Buonacorsi stated that it is the right approach for the state to have top-down thinking in regard to EA. The group agreed.

VII   WRAP UP

- The next meeting of the Enterprise Architecture Committee is scheduled for August 19, 2004 at 10:00 AM.

- A meeting place will be scheduled that has whiteboards and air conditioning.

ACTION ITEMS

Item No.	Description	Assigned To
1.	Review initial draft of EA Committee Charter to be voted on at the next meeting.	Everyone
2.	Develop a seed list for potential small EA projects to begin	Roger Sliva
3.	Review Domains and Disciplines Handout for possible edits and approval at next meeting	Everyone